

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Assists in the supervision of the law enforcement activities of subordinate police officers and employees, and related work as required or as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an important law enforcement position involving responsibility for directing and supervising the activities of a group of police officers according to established police procedures and policies outlined by the Chief. Responsibility is involved for assigning officers to their posts, evaluating their work performance, and instructing them in new and improved police methods, as directed by the Chief. Special assignments are usually carried out under the immediate and special supervision of a superior officer.

EXAMPLES OF WORK

(Illustrative only. Any one position of this class may not include all duties listed nor do listed examples include all duties which may be found in positions of this class.)

Instructs subordinates as to methods and procedures.

Assigns tasks to subordinates, and reviews operations.

Visits specific locations in order to obtain evidence.

Assists in directing the activities of patrol forces and headquarters staff.

Investigates suspects, victims, witnesses, and informers to obtain evidence.

Investigates complaints regarding activities of the department.

Directs raids and makes arrests.

Directs or assists in directing police activities at riots, serious crimes, fires, and unusual disorders.

Supervises the booking of prisoners.

Keeps records and makes reports.

Performs other related duties as instructed by superior.

QUALIFICATION REQUIREMENTS

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must have one (1) year's experience as a regular and permanent employee in the class of Police Officer.

Must have a high school diploma or a certificate of equivalency issued by a state department of education.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

WI	05-26-66
Rev	07-21-69
	04-21-75
	06-05-79
	03-27-96